

SENIOR PROJECT ARCHITECT

SUMMARY

The Senior Project Architect is responsible for leading all project design phases for interiors projects primarily in project administration, design development and contract documents.

JOB DUTIES

- Ensures technical adherence to office and firm-wide standards by providing technical viewpoint on projects. Directs staff to complete construction documents (CDs). Review CDs to ensure compliance with firm standards, mechanical, building systems, codes and ADA requirements. Works with design staff to provide technical solutions for design dilemmas.
- On larger projects, manages project through contract administration phase.
- On larger projects, coordinates engineering consultant's work to ensure compliance with design solution and timely submission of documents.
- In unusual circumstances may be required to assist with support for field surveys.
- Manages contract administration budget. Ensures adherence to set budget and immediately informs Project Manager and / or client of any potential variances to the budget.
- Manages the work of other Technical staff. Oversees tasks and provide feedback on work product.
- Organizes and conducts client interviews to determine technical requirements for the design.

EDUCATION AND WORK EXPERIENCE

Education	Graduate of architecture or design school. Equivalent experience may be substituted.
Work Experience	8+ years' work experience on corporate interior design projects.
License	Licensed architect required.

KNOWLEDGE, SKILLS AND ABILITIES

Design / Technical Knowledge	<ul style="list-style-type: none"> ▪ Extensive knowledge of design principles and standards. ▪ Advanced documentation and field observational skills. ▪ Expert interior architecture detailing skills. ▪ Extensive knowledge of CDs and procedures. ▪ Extensive knowledge of building systems, codes and ADA requirements. ▪ Extensive knowledge of space requirements. ▪ Extensive knowledge of contract administration.
Systems Knowledge	<ul style="list-style-type: none"> ▪ Intermediate MS Office Suite skills. ▪ Advanced Revit skills. ▪ Advanced Adobe Creative Suite skills.
Communication Skills	<ul style="list-style-type: none"> ▪ Extensive verbal and written communication skills. ▪ Extensive presentation and graphic communication skills.
Managerial Skills	<ul style="list-style-type: none"> ▪ Demonstrated ability to manage and lead staff through a combination of direct authority and subject matter expertise. ▪ Working knowledge of budget preparation and proven ability to manage projects within budgetary constraints.

For the majority of the time all staff will be working sitting in an office with limited physical requirements. On occasion individuals will be required to visit a client site to perform site verifications and field surveys. This may require individuals to bend, stretch, twist and reach. The position is not subject to occupational and safety risks.

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